

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission
"Honoring California's Veterans"



Classification: Hospital General Services Administrator I (Salary: \$3845 - \$4622)
Position Will Be Effective 7/1/08 – Pending Budget Enactment

Tenure/Time Base: Permanent, Full-time

Location: Veterans Home of California - Lancaster
 45221 30th Street West, Lancaster CA 93536
 Temporary (Approx. 1 yr.) Offices Currently At:
 6150 Van Nuys Blvd., Van Nuys CA 91401

Who Should Apply: Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatements. Eligible honorably discharged veterans are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.**

Duties and Responsibilities:

- Under the general direction of the Hospital General Services Administrator II, assist with planning, organizing, and directing daily activities involving warehouse, property and equipment management, procurement, supply inventory and business services/purchasing. Monitor laundry and other appropriate service contracts for the facility. Process and distribute mail to the Service Chief and Residential Care Staff.
- Assist in the development and implementation of policies and procedures for the General Services Department and with determination of priorities and evaluation of General Services' objectives.
- Assist with the management of assigned General Services' budget allotments and allocations including authorization of expenditures for the facility.
- Coordinate the operations of Procurement and General Services with the various service Chiefs and management at the facility. Ensure activities and services conform to all applicable rules, regulations, and policies of the Veterans Home, department and governmental agencies including state and federal licensing entities.
- Select, train and assign subordinate staff and evaluate performance.
- Review departmental records and monthly reports of General Services Department and make recommendations as appropriate to improve work performance and services.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
 Human Resources Division
 1227 "O" Street, Room 404
 Sacramento, CA 95814

Attn: Jacquie Ruiz, M80#015G-08/09

Inquiries:

Voice: (916) 653-2535
 TDD: (916) 653-1966

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#015G-08/09 on your application.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.